RECORD OF PROCEEDINGS KREMMLING SANITATION DISTRICT

REGULAR BOARD MEETING AUGUST 8, 2022

The Board of Directors for the Kremmling Sanitation District met in the boardroom located at 200 Eagle Avenue. The meeting was called to order by President Noble Underbrink at 6:08 p.m. Directors present: Dave Sammons, Noble Underbrink and Stuart Heller. Director absent: Eric Bradley. Staff present: District Manager Rich Rosene and Operator Scott Weber. Audience present: Alan Hassler.

APPROVAL OF MINUTES: SAMMONS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JULY 11, 2022 AS PRESENTED. HELLER SECONDED. MOTION CARRIED.

APPROVAL OF EXPENDITURES: SAMMONS MOVED TO APPROVE THE EXPENDITURES PRESENTED FOR THE PERIOD OF JULY 12, 2022 THROUGH AUGUST 8, 2022 IN THE AMOUNT OF \$50,052.44. HELLER SECONDED. MOTION CARRIED.

Rosene checked with the town treasurer on the Core and Main payments of last month where there appeared to be duplicate payments of \$1,203.07. Rosene said the invoice was for \$2,406.14 and the treasurer had divided it in half for two line items. Weber itemized the invoice with her and got the split corrected. One of the \$1,203.07 amounts was not authorized last month as we thought it was a duplicate. An expenditure of \$1,203.07 to Core and Main needs to be added to this month's approvals.

SAMMONS MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$1,203.07 TO CORE AND MAIN. HELLER SECONDED. MOTION CARRIED.

PUBLIC COMMENT: None.

BOARD VACANCY: Rosene said that we had received an application from Alan Hassler to fill the vacancy on the board due to Ken Bentler resigning. No other applications have been received by the deadline earlier today. Hassler explained his qualifications, experience, and interest in serving on the board. The board thanked Hassler for his interest.

APPOINTMENT OF BOARD MEMBER AND OATH OF OFFICE:

SAMMONS MOVED TO APPOINT ALAN HASSLER TO THE VACANCY ON THE BOARD OF DIRECTORS. HELLER SECONDED. MOTION CARRIED.

Rosene said that an oath of office is now needed and that the oath needs to be filed with the county clerk and recorder.

Underbrink gave the oath of office form to Hassler and he read the oath of office. Underbrink and Hassler signed the oath form and Underbrink signed the notice of appointment. The board welcomed Hassler to the board.

Rosene asked for a short recess in the meeting to file the oath with the clerk and recorder's office by fax. Rosene returned after filing the oath with the clerk and recorder's office and said he will also file it with the clerk of the courts and the Division of Local Government tomorrow.

ENGINEER'S REPORT: Weber said that he has talked to Nick Marcotte of Element Engineering about a possible USDA grant for a portable generator for the lift stations and the plant. He has sent the data on the bio-dome performance to Wade Stinson for his review.

OPERATOR'S REPORT: Weber said that he is concerned about the BOD from the septage we are taking in from our haulers. He took a separate sample of incoming loads and it was at 1,410 mg/L in a 2,100 gallon load from household septic tanks and 3,750 mg/L in a 4,000 gallon load from mainly porta potties. The septic tank load is relatively high, but the porta potty load BOD level is extremely high. He sent the lab results to Yoder, Marcotte and Stinson for their review. The required monthly tests were taken that same day and had to be sent in to the state. He is concerned we may be in violation of our 600 pounds per day of BOD limit this month. He is having the haulers unload at 150 gpm and is using reuse water to dilute the loads to see if that helps reduce the strength.

Weber said he has started jetting at Red Mountain RV Park and are now in Kremmling Country. Cord Simon has also been jetting and doing camera work per the agreement with him. Simon found some serious root issues in some service lines along Central Avenue and photos that were provided to the board. Weber wants to get some root killer and notify the affected residents of the problem and that we have root killer available. Weber followed up with our root buster and jetter and feels good about our main there being clean.

MANAGER'S REPORT: Rosene was asked to look into getting sanitation district email addresses for the board so we can avoid using personal emails for district communications. He will check with the town manager to find out the cost and process to get email addresses.

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Rosene said that the 2021 audit is in process and that he hasn't heard anything lately on the progress. He will check with the town treasurer to see if she has heard anything. He is still looking into the FAMLI paid medical leave program and how we may want to proceed. Rosene said there has been a change in the workers compensation injury reporting time from 4 days to 10 days.

Rosene said he will be retiring from the sanitation district in late January and said he is working with the town manager to see how the district can get some of his duties performed by the town employees. He will go through the 2023 budget cycle and help in the transition.

Weber said he could ask the part-time employee if she would be interested in additional duties. Underbrink asked that he wait until we get a better feel for the duties that are needed. Rosene will bring a calendar of events that he has created for various items that need to be done through the year and a job description.

BUSINESS ITEMS: Discussion and Action on authorizing new signer on bank accounts. Rosene asked that new board member Alan Hassler be an authorized signer and that Ken Bentler be removed on our accounts at United Business Bank and ColoTrust.

SAMMONS MOVED TO AUTHORIZE ALAN HASSLER TO BE A SIGNER AND TO REMOVE KEN BENTLER ON ALL ACCOUNTS AT UNITED BUSINESS BANK AND COLOTRUST. HELLER SECONDED. MOTION CARRIED.

Discussion and Action on applying for a grant through the USDA. Weber said he has talked to a U.S. Department of Agriculture (USDA) representative about grants for a generator. He has talked to Joe Montgomery of USDA about funds for a portable generator. Montgomery said that if the generator is attached to the building, it is no longer equipment in their definition. Weber said that he is looking at a generator on a trailer so it can be used for the plant and the lift stations. He said that USDA needs the request to be an agenda item and will need a designated point of contact. Weber asked that he be the point of contact to communicate with USDA and an electrical engineer. Once a grant is approved, a board member would be designated as a signer for the grant. We need to put the grant request on next month's agenda. Weber will contact Montgomery and see what kind of notice we need to put in the agenda. Underbrink said we should prepare a project management plan with the needs and to lay out the steps needed to get the grant, such as finding an electrical engineer to give us information on the generator size, specs for a trailer, etc. We would need info on the wattage needs, a transfer switch, what circuits can be shed when the generator is running, etc.

Discussion and Action on use of personal equipment for district purposes. Rosene said this came up as Weber has his personal skid steer at the plant to work on various projects. He has used it for the air piping and grounds maintenance. Weber said he is trying to help the district be more efficient with time and money and not for his personal benefit. Sammons said we should probably have a rental agreement of some kind to spell out insurance coverage and maintenance of the machine. The board said we need to find out what our insurance will cover to protect the district and Weber.

Discussion and Action on operator trainee vacancy. Weber said he has an applicant for the operator trainee position who has mechanical skills and small machinery experience. Weber said the applicant come down to the plant and spent a couple of hours at the plant and talking over the position. Weber asked about his driving record and he is in good shape there. He had started on a CDL, but was shut down due to COVID. Rosene will contact his references. Weber, Rosene and Sammons will interview him and make an offer, if appropriate.

Other Discussion Items. None.

ADJOURNMENT: SAMMONS MOVED TO ADJOURN AT 7:16 PM. HELLER SECONDED. MEETING ADJOURNED.

Signed: